

PUBLIC LIBRARY ANNUAL REPORT FY2007

Please return paper copy or complete online version by April 1, 2008

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If you choose paper, send completed report to: Felicia Kennedy, Maine State Library,
64 State House Station, Augusta, ME 04333-0064; Tel: 207-287-5620; Fax: 207-287-5624

Municipality: Library:

- ◆ Reporting Period Starting Date (mo/day/yr): (see def #1)
- ◆ Reporting Period Ending Date (mo/day/yr): (see def #2)

Part I. Federal Questions

The first part of the report is data for the last completed fiscal year and most of this information will be forwarded to the federal government and used for the Public Library Statistics Report.

Please be as accurate and complete as possible.

- ◆ Data elements required by the federal government – SEE Data Elements Definitions for more information.

Last Reported

FY07

Facility/Staffing

- ◆ Total number of hours library is open each year: (see def #3) _____
- ◆ Estimated space in existing building in square feet: (see def #4) _____

Names of towns other than your legal municipality from which you receive income or from which you have a contract with naming your library as the primary service provider for said town (the town(s) listed will be added to your Legal Service Area Population. _____

◆ Paid Staff Full Time Equivalent (see def #5)

- ◆ Total number of paid librarians with an ALA-MLS: (see def #6) _____
- ◆ Total paid persons holding the title of librarian (include above): (see def #7) _____
- ◆ Total all other paid staff (do not include above): (see def #8) _____
- ◆ Total paid employees: (see def #9) _____

Number of volunteers: _____

Total number of volunteer hours per week: _____

Total Number of ALL Paid Employees (actual # of people - not FTE) _____

Financial Report

◆ **Operating Revenue: (Please round amounts to nearest dollar)** (see def #10)

- | | |
|--|----------|
| 1. Municipal appropriation (local) | \$ _____ |
| 2. Municipal appropriation from other towns | \$ _____ |
| ◆ 3. TOTAL Local Government Revenue (add items 1 & 2) (see def #11) | \$ _____ |
| ◆ 4. State Government Revenue (see def #12) | \$ _____ |
| ◆ 5. Federal Government Revenue (see def #13) | \$ _____ |
| ◆ 6. Other Operating Revenue (see def #14) | \$ _____ |
| ◆ 7. TOTAL OPERATING REVENUE (ITEMS 3 4 5 & 6) (see def #15) | \$ _____ |
-

◆ **Operating Expenditures (Please round amounts to nearest dollar.)** (see def #16)

- | | |
|---|----------|
| ◆ 1. Salaries (see def #17) | \$ _____ |
| ◆ 2. Employee Benefits (see def #18) | \$ _____ |
| ◆ 3. Total Staff Expenditures (items 1&2) (see def #19) | \$ _____ |
| ◆ 4. Print Materials Expenditures (see def #20) | \$ _____ |
| ◆ 5. Electronic Materials Expenditures (see def #21) | \$ _____ |
| ◆ 6. Other Materials Expenditures (see def #22) | \$ _____ |
| ◆ 7. Total Collection Expenditures (total all items 4-6) (see def #23) | \$ _____ |
| ◆ 8. Other Operating Expenditures (see def #24) | \$ _____ |
| ◆ 9. TOTAL OPERATING EXPENDITURES (total 3, 7 & 8) (see def #25) | \$ _____ |
-

Capital (Revenue and Expenditures DO NOT have to match) (see def #26)

- | | |
|---|----------|
| ◆ 1. Local Government Capital Revenue (see def #27) | \$ _____ |
| ◆ 2. State Government Capital Revenue (see def #28) | \$ _____ |
| ◆ 3. Federal Government Capital Revenue (see def #29) | \$ _____ |
| ◆ 4. Other Capital Revenue (see def #30) | \$ _____ |
| ◆ 5. TOTAL CAPITAL REVENUE (see def #31) | \$ _____ |
| ◆ 6. CAPITAL EXPENDITURES (see def #32) | \$ _____ |

Services

- | | |
|---|-------|
| ◆ Number of Children's Programs per year: (see def #33) | _____ |
| ◆ Children's Program Attendance per year: (see def #34) | _____ |
| Number of adult programs per year: | _____ |
| Adult Program Attendance per year: | _____ |
| ◆ TOTAL PROGRAMS per year: (see def #35) | _____ |
| ◆ TOTAL ATTENDANCE per year: (see def #36) | _____ |

- ◆ Total number of **library visits** per year: (see def #37) _____
- ◆ Total **Reference transactions** per year: (see def #38) _____
- ◆ Total number of Interlibrary Loans **received from** other libraries: (see def #39) _____
- ◆ Total number of Interlibrary Loans **provided to** other libraries: (see def #40) _____

Collection

- Number of Adult book/serial volumes: _____
- Number of Children's book/serial volumes: _____
- ◆ Total Adult & Children's book/serial volumes at end of year: (see def #41) _____
 - ◆ Number of current print serial subscriptions received: (see def #43) _____
 - ◆ Number of current electronic serial subscriptions received: (see def #44) _____
 - ◆ Number of Audio materials: (see def #45) _____
 - ◆ Number of Video Materials: (see def #46) _____
 - ◆ Licensed Databases (see def #47)
 - ◆ Local _____
 - ◆ State (state government or state library) _____
 - ◆ Other cooperative agreements (or consortia) within state or region
(MARVEL goes here) _____
 - ◆ Total Licensed Databases _____
- Does the library have a large print book collection? _____

Circulation (materials actually checked out)

- ◆ Total Children's Circulation: (see def #48) _____
 - ◆ Total Circulation: (see def #49) _____
- Lending Period (in weeks): _____

Registered Patrons

- ◆ Total Registered Borrowers: (see def #50) _____
- Non-resident fee: \$ _____

Electronic Technology

- How many computers does the library have? _____
- ◆ Number of Internet Computers Used by General Public (see def #51) _____
 - ◆ Number of Users of Internet Computers Per Year (see def #52) _____

Part II. State Questions

The second half of the report is mostly for directory information and salary information.

Please report the most current information you have for this part of the report.

Mailing Address:

Location Address (if different from mailing address): (see def #53)

Telephone: Fax:

E-mail Address:

Web Site:

ILL E-mail address:

ILL Fax number:

Last Reported

Current

Total Number of Hours Library is Open Per Week: _____

Library Hours (specific hours for each day):

Summer Hours (if different):

Personnel

Library Director:

Director's Home Phone (optional):

Assistant Director:

Reference:

Interlibrary Loan Contact:

Children's Librarian:

Technology Coordinator:

Trustees and Friends

Trustee Chair/President:

Address:

Town, State, & Zip+4:

Total Number of Trustees: _____

Length of Term (in years): _____

Number of meetings per year: _____

How are Trustees chosen (appointed/elected/other/none): _____

Trustees are (policy/advisory/both/none): _____

Is library a: town or city department/private, nonprofit organization/other: _____

(choose one)

Does your library have an active Friends group? _____

Friends Chair/President:

Address:

Town, State, & Zip+4:

Number of current members: _____

Does your library have 501 c 3 (nonprofit) status? (yes, no, not sure) _____

Library Policy/Facility

Does the library have a :

written Mission Statement?

written Long Range Plan?

written Disaster Policy?

written Personnel Policy?

written Job Descriptions(s)?

written technology plan?

written collection development policy?

Is building accessible to handicapped?

Is renovation/addition currently underway?

Is renovation/addition planned?

Year of planned renovation/addition?

Do one or more staff members subscribe to MELIBS?

Does library have an automated system (Circ./ Public Access Catalog/ Both)?

Software used (please specify): (see def #54)

Does library have an internet connection through MSLN?

If not, name of other internet service provider.

Does your library have wireless internet capabilities?

Employee Benefits

Director:

Length of paid vacation (in days):

Length of paid sick leave (in days):

Other paid benefits:

Health Insurance?

Retirement?

Life Insurance?

Other Staff:

Length of paid vacation (in days):

Length of paid sick leave (in days):

Other paid benefits:

Health Insurance?

Retirement?

Life Insurance?

	Last Reported	Current
Employee Salaries (exclude benefits)		
Library Director	Annual Current	_____
	Rate Per Hour	_____
	MLS degree (yes/no)	_____
Assistant Director	Annual Current	_____
	Rate Per Hour	_____
	MLS degree (yes/no)	_____
Cataloger	Annual Current	_____
	Rate Per Hour	_____
	MLS degree (yes/no)	_____
Youth Services Librarian	Annual Current	_____
	Rate Per Hour	_____
	MLS degree (yes/no)	_____
Young Adult Librarian	Annual Current	_____
	Rate Per Hour	_____
	MLS degree (yes/no)	_____
Reference Librarian	Annual Current	_____
	Rate Per Hour	_____
	MLS degree (yes/no)	_____
Circulation Librarian	Annual Current	_____
	Rate Per Hour	_____
	MLS degree (yes/no)	_____
Other: (please specify)	«other1»	
	Annual Current	_____
	Rate Per Hour	_____
Other: (please specify)	«other2»	
	Annual Current	_____
	Rate Per Hour	_____

Name of person completing report:

Title:

Email:

Phone: